

## NSPIRES guide: Inviting and removing team members

This will all be from the point of view of a prospective principal investigator who invites a team member but then must remove her because she did not commit by the deadline. I have already created the proposal. I login, select proposals, and select the proposal I am working on and choose proposal team. At first I have no team members so I clicked the grey "Add Team Member" button at the upper

### Team Members

Add Team Member

Name	Role	Date Assigned	Email	Relationship Confirmed	Options
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*Optional Team Member Role(s): Co-I, Co-I/Co-PI (non-US organization only), Co-I/Institutional PI, Co-I/Science PI, Collaborator, Consultant, Graduate/Undergraduate Student, Other Professional, Postdoctoral Associate*

#### Search for Member

First Name:  Options:

Last Name:  Options:

Email:

#### Search Results

Name	Email
<input checked="" type="radio"/> Jamie Elsila	Jamie.Elsila@nasa.gov

right, which brings me to the search window where I can find anyone in NSPIRES. I put in the name of the person I am seeking, click the yellow search button, and it provides me with a list of candidates. In this case there is only one, but select the one you

want and click the yellow continue button. Now that I have invited a team member I answered the U.S. Gov't Agency and International questions, and

### Assign Role / Privileges

#### Assigned Roles and Privileges

Role:  (\*\* denotes required role for this proposal)

Privilege	None	View	Edit
Proposal Summary	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Business Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Budget	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Program Specific Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Team Members	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Proposal Attachments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

#### U.S. Government Agency & International Participation

Is this person participating in this project as an employee of the U.S. Government? \*  Yes  No

If yes, select U.S. Government agency:

If yes, enter total dollar amount requested:

Is this person participating in this project as an employee of a foreign organization? \*  Yes  No

define what she can do by assigning her roles and privileges. In this case I made Dr. Elsila a Co-Investigator with the ability to edit the proposal summary and the budget, because I want her to enter her budget info and to correct my abstract, but at the moment I have not given her the capacity to

add other team members, or to upload a new proposal document. OK, now that I have added her and defined her role, Dr. Elsila appears in the proposal team.

## View Proposal Team

**Proposal Title:** **Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.**

### PI

Name	Role	Date Assigned	Email
<a href="#">Max Bernstein</a>	<b>PI</b>	07/21/2009	mbernstein@mail.arc.nasa.gov

### Team Members

[Add Team Member](#)

Name	Role	Date Assigned	Email	Relationship Confirmed	Options
<a href="#">Jamie Elsila</a>	Co-I	07/22/2009	Jamie.Elsila@nasa.gov	[unconfirmed]	<a href="#">Delete</a>

Now that is done I go to the "View Proposal" screen. If I click the check elements button, it gives me warnings and errors. I have two warnings and one error.

## View Proposal

**Title:** **Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.**

**Solicitation Announcement:** [NNH09ZDA001N-EXOB: Astrobiology: Exobiology and Evolutionary Biology](#)

<b>Proposal No.:</b>	TBD on Submit	<b>Submitting Organization:</b>	NASA AMES RESEARCH CENTER
<b>PI:</b>	Dr. Max Bernstein		MOFFETT FIELD, MS 200-1,
<b>Submittal Type:</b>	Electronic Submissions Only		MOUNTAIN VIEW, CA
<b>Proposal Due:</b>	09/25/2009, 11:59PM EDT		94035-0000
<b>Status:</b>	Linked		DUNS #: 009231648- CAGE: 35SG8

### Proposal Cover Page

[Check Elements](#)

Element	Updated	Status
<a href="#">Proposal Summary</a>	Last updated: 07/21/2009, Dr. Max P. Bernstein	✓
<a href="#">Business Data</a>	Last updated: 07/21/2009, Dr. Max P. Bernstein	⚠
<a href="#">Budget</a>	Last updated: 07/21/2009, Dr. Max P. Bernstein	⚠
<a href="#">Program Specific Data</a>	Last updated: 07/21/2009, Dr. Max P. Bernstein	✓
<a href="#">Proposal Team</a>	Last updated: 07/22/2009, Dr. Max P. Bernstein	✗

Clicking on the yellow ! for business data shows me the following warning:

 **Proposed End Date must equal the Period End Date of the last budget period.**

Clicking on the yellow ! for budget data shows me the following warnings:

! **All Period Start/End Dates must be defined.**

! **Budget is not complete for all fiscal years.**

I am going to ignore them. All of these warnings are apparently because I entered a one budget only, where up to four years are possible. That's OK, it was intentional, and besides a warning does not stop submission.

For Proposal Team I have the following warnings:

! **All required Current and Pending Support documents must be uploaded.**

! **All required Biographical Sketch documents must be uploaded.**

I'll ignore these too because this is a ROSES proposal; SMD wants only one document and these warnings will go away soon for science proposals.

**But this error requires my urgent crucial attention:**

**X Team Member Relationship Missing. Please provide Organizational Relationships for all Team Members.**

"Team Member Relationship Missing" means that even though she got an automated email from NSPIRES my Co-I has not gone online to confirm that she is participating. Tell your team members to go and confirm online early. After August 8 2009 this error will mean that a proposal cannot be submitted. You may be able to release to org, but it cannot be submitted. You can ignore warnings at your peril, **but don't ever ignore a error (red X).**

If, despite your best efforts to reach her, she has not confirmed her participation online by the time the proposal is released to org I can remove her from the proposal. Follow the links to proposal team, and in the same place where we added new team members we see it says [unconfirmed] next to her name. We can choose the option to delete a team member, on the right.

Team Members					
Name	Role	Date Assigned	Email	Relationship Confirmed	Options
<a href="#">Jamie Elsila</a>	Co-I	07/22/2009	Jamie.Elsila@nasa.gov	[unconfirmed]	

If you choose delete it will ask if you are sure. You will get a chance to cancel...

**WARNING: You have selected to remove the following person from the Team Members.**

If this is correct, select "Delete" to confirm. Select "Cancel" to return to the previous screen.

### **Delete Team Member**

But if you click the yellow "Delete" button at the bottom of the screen then that team member will be removed from your list. Now if you check elements again the error will be gone and you can release your proposal to org so it can be submitted. You will probably need to revise the proposal to remove this team member in the text, or the contradiction may raise some questions, but at least you can submit your proposal. Good luck.